PERSONNEL

PO Box 167
Concho, OK 73022
405.422.7498
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*****VACANCY ANNOUNCEMENT*****

POSITION: **Child and Adult Protection Services Caseworker**
PROGRAM: Social Services
LOCATION: El Reno. OK
ISSUE DATE: April 19, 2022 **CLOSING DATE**: Until filled

GENERAL DESCRIPTION:
Under the direct supervision of the Social Services Coordinator the Child and Adult Protection Services Caseworker is responsible for receiving, examining, investigating and evaluating every referral concerning a child and adult when they have been allegedly subjected to abuse (physical, emotional, sexual) and neglect occurring on trust land. Caseworker will also assist Cheyenne and Arapaho tribal members with education, awareness, services and assistance of various preventative services centered on family, social issues and community.

DESCRIPTION OF DUTIES:

- Assist BIA Law Enforcement officer(s) with investigations on child and adult abuse/neglect on Restricted or Trust Land. Determines whether emergency removal of the child from the parent or custodian is necessary.
- Receives abuse reports and refers these reports to the appropriate agency: BIA or State investigative agency.
- Prepares summary of findings and recommendations of the investigation for the Tribal Court or to appropriate personnel.
- Plans, facilitates and participates in all functions of the local child and adult protection teams.
- Responsible for collecting child and adult abuse statistics for reporting purposes.
- Responsible for the assisting with the planning and hosting of department prevention events and services
- Responsible for creating flyers, maintaining an updated resource book, coordinating guest speakers and vendors for events
- Assist in locating appropriate resources for families that are in-need; developing positive relationships with service providers in the community, as well as outside of the service area
- Assist clients with various tribal program services offered within the Cheyenne and Arapaho Tribes and other outside organizations
- Collaborate with other agencies and organizations regarding client need(s) and services

- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American families
- Work with families, youth and/or adult individuals to build a safe, and supportive environment within their homes
- Provide written or oral reports on clients to appropriate requesting parties, as needed
- Assist in developing and maintaining client files per criteria established within' the Social Service Program
- Conduct welfare checks on tribal youth, adults and elders to insure tribal members are receiving appropriate preventative services
- Participate in case staff meetings, department staff meetings, BIA meetings, and other meetings pertaining to the Social Service Program
- Transport clients in the event of an emergency.
- Responsible for formulation and submission of monthly and quarterly reports
- Assist other programs with child and adult prevention efforts within the communities.
- Other duties as assigned by Supervisor.

QULIFICATIONS:

- Prefer Bachelor's Degree in field related to Social Services /Social Work or at least 3 years of related experience.
- Be willing to attend in state and out-of-state training relevant to job position.
- Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
- Must understand and strive to implement the program's goal, objectives, rules, and regulations.
- Possess communication skills, written and oral, and be able to relate to Indian and Non-Indian communities, other agencies, and the general public.
- Must be computer literate, possess good writing skills, and be able to communicate effectively.
- Must have the ability to maintain a favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
- OSBI and criminal background check required and be adjudicated appropriately.
- Must possess a current Oklahoma Driver's License to operate a government owned vehicle as well as have reliable transportation.
- Prefer knowledge of Cheyenne and Arapaho/ Native Americans cultures and values.
- Prefer knowledge of Social issues the communities face
- Ability to work with difficult clientele with various social problems and/or needs.

CHEYENNE & ARAPAHO TRIBAL PREFERENCE APPLIES

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:www.cheyenneandarapaho-nsn.gov